

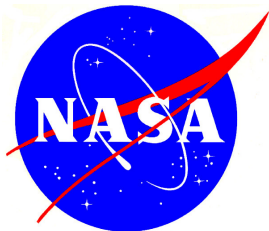


Integrated Financial Management Program

Core Financial

Course Name: Requisitions

Course Guide



Introduction

This guide serves as the foundation for delivering training. It provides information that is shared during the course conduct.

Course Structure

This course covers the basic SAP functionality user need to perform specific activities pertaining to their roles. Information beyond this scope of this class may be obtained from the On-Line Quick Reference (OLQR) tool or from designated Super-users.

Trainer Role

A trainer role in this training session is to:

- Provide end-users with the information they need to learn the new skill set
- Provide end-users with guidance and coaching as they learn the new skills
- Maximize the hands-on practice time
- Ensure the objectives of the module are met
- Answer questions as completely as possible

End-user Role

An end-user's role in this training session is to:

- Participate in order to understand new roles, SAP concepts, processes, and principles presented
- Ask questions, when clarification is needed
- Complete all activities/exercises

Module Significance

SAP provides an automated means to prepare and communicate solicitations, and evaluate quotes and proposals. Learning this process enhances the skills of end-users and reduces the clerical burden that is currently levied on the procurement professional.

Module Structure

This module is structured so that the amount of hands-on practice utilizing SAP is maximized. Each of the topics is organized around the following structure:

Content

Lecture material is provided by the trainer on new roles, SAP concepts, processes, and principles.

Content Review

The trainer reviews key topic information at the conclusion of each topic.

Scenario

The trainer provides a description of a typical situation that will be used to practice the business activity within SAP.

Scenario Example: In support of an ongoing project, the need for space shuttle fuel testing was identified. As the Requisitioner, review any existing purchase orders/contracts available and identify possible acquisition methods for the order of space shuttle fuel testing by vendor criteria.

Demonstration

Trainer shows end-users how to perform the business activity in SAP.

Exercise

End-users practice the activity in the SAP training database.

Agenda

Introduction – 0:10 hr

Background Knowledge – 0:15 hr

Topic 1: Plan Acquisition – 1:00 hr

- Activity 1: Perform Market Research and Evaluate Acquisition Alternatives
- Activity 2: Inquiry of Availability of Funds

Topic 2: Initiate Purchase Request – 2:30 hr

- Activity 1: Create/Maintain Purchase Requisition
- Activity 2: Cancel Purchase Requisition
- Activity 3: Obtain Approval

Course Summary – 0:05 hr

Total Time – 4.00 hrs